

DESIGNATED AGENT APPLICATION (PRLS)

RE 256 (Rev. 8/09)

GENERAL INFORMATION

- ❖ Please read RE 254 and information on pages 3 and 4 before completing this application.
- ❖ Type or print clearly in ink.

1. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

2. MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

3. DO YOU RESIDE IN CALIFORNIA?
☐ YES ☐ NO IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

4. BUSINESS TELEPHONE	5. RESIDENCE TELEPHONE	6. SOCIAL SECURITY NO. (see Privacy Notice)	7. BIRTH DATE
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8. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?
☐ NO ☐ YES IF YES, LIST NAME(S) USED.

9. HEIGHT	10. WEIGHT	11. EYE COLOR	12. HAIR COLOR	13. GENDER <input type="checkbox"/> M <input type="checkbox"/> F
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14A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA?
☐ NO ☐ YES IF YES, COMPLETE 14B – 14D.

14B. TYPE OF LICENSE	14C. EFFECTIVE DATE	14D. IDENTIFICATION NUMBER
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15A. HAVE YOU EVER BEEN A PRLS DESIGNATED AGENT?
☐ NO ☐ YES IF YES, COMPLETE 15B – 15C.

15B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION	15C. DATES EMPLOYED (FROM—TO)
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FOR DRE USE ONLY

IDENTIFICATION NUMBER	EFFECTIVE DATE	EXPIRATION DATE	VIOLATION
PRINTS SENT	COPY TO PRLS CONTRACT REVIEWER	PROCESSOR'S NUMBER	COMMENTS

- ❖ **Carefully read and provide detailed answers to questions #16–18. You must provide a yes or no response to all questions.**
- ❖ "Convicted" as used in Question 17 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail. All convictions must be disclosed whether or not the plea or verdict was

set aside, the conviction against you was dismissed, or expunged or if you have been pardoned. Convictions occurring while you were a minor must be disclosed unless the record of conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

16A. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? [DO NOT INCLUDE DRIVER'S LICENSE SUSPENSIONS, ETC.]

☐ NO ☐ YES

IF YES, COMPLETE #16B–16F AND #19A–19D. INCLUDE THE DATE ACTION WAS TAKEN, REASON IT OCCURRED, AND (IF APPLICABLE) WHEN ACTION AGAINST YOU WAS TERMINATED.

16B. TYPE OF LICENSE	16C. ACTION (REVOKED, ETC.)	16D. LICENSE EXPIRATION DATE	16E. LICENSE ID NO.	16F. STATE
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17. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW? CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY OFFENSE.

☐ NO ☐ YES IF YES, COMPLETE #19 BELOW.

18. ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ NO ☐ YES IF YES, COMPLETE #19 BELOW.

19. DETAILED EXPLANATION OF ITEMS 16–18. COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. INDICATE WHETHER EACH CONVICTION WAS A MISDEMEANOR OR FELONY AT THE TIME THE CONVICTION OCCURRED.

IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

* CODE SECTION VIOLATED (I.E., 484); ** CODE VIOLATED (I.E., PENAL CODE); *** DISPOSITION (I.E., PROBATION, PAROLE, FINE, LENGTH OF TERM, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	***DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
D.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

Additional Information: Specify which lines you are referring to. (Attach extra sheets if more room is needed. **Each additional sheet must be signed by applicant.**)

DESIGNATED AGENT CERTIFICATION

I certify under penalty of perjury that the answers and statements given in this application are true and correct.

20. SIGNATURE OF APPLICANT

21. DATE



READ AND RETAIN FOR FUTURE REFERENCE**General Information**

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Designated Agent Information

A designated agent may only supervise PRLS activities at one location licensed by the PRLS individual or corporation.

To supervise at a different location the PRLS licensee must notify the Department of the change within five days.

Completion Information

All questions on page 2 must be answered and fully explained. **Insufficient or no explanations will result in a significant delay in processing this application.**

FINGERPRINT REQUIREMENT

One set of classifiable electronic fingerprints is required from every license applicant unless the applicant is currently licensed by the DRE, the applicant's license expired less than two years ago, or the applicant had designated officer or designated agent status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

Fees

Designated agent applicants who reside in California will pay a \$51 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees and hours)

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by checking the Web site of the California Department of Justice at <http://caag.state.ca.us/fingerprints/publications/contact.pdf>. Please note that the hours of operation for each provider may vary and it is recommended that

you contact the provider ahead of time to determine if an appointment is necessary.

Out-of-State Applicants

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the Designated Agent Application. The \$51 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

Mailing Information

MAIL TO: Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate	Managing Deputy Commissioner IV
2201 Broadway	Licensing
Sacramento, CA 95818	Telephone: 877-373-4542

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorize the maintenance of this information.

Social Security Number is voluntary for unlicensed Officer/Directors/Shareholders applicants.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (e.g., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).